

FILING REQUIREMENTS FOR DEBTORS

A. GENERAL

The attached Filing Requirements lists are intended to assist principally debtors who are individuals (and who may have no attorney) in assuring that they are aware of all documents they must file in a case. (Corporations and partnerships are required to be represented by an attorney.) The filing requirements are discussed at greater length in the [Instructions to Official Form 1 \(Voluntary Petition\)](#). Pursuing a bankruptcy case can be difficult:

- Individual debtors are strongly encouraged to seek the advice of bankruptcy counsel. We post information for debtors without counsel under [Bankruptcy Information/Information for Parties Who Have No Attorney/Debtors Who Have No Attorney](#) on our website.
- Individual debtors are warned that failure to obtain prepetition credit counseling as required by 11 U.S.C. § 109(h) will require dismissal of the case unless the debtor is able to fit within one of the statutory exceptions that are unavailable to most debtors. See [Special Warning To A Debtor Thinking Of Filing A Bankruptcy Petition](#)

B. ITEMS THAT MUST ACCOMPANY THE PETITION OF AN INDIVIDUAL.

In short, in commencing a case, an individual debtor must simultaneously file:

- a **completed** petition,
- a mailing matrix and list of creditors,
- a Statement of Social-Security Number, and
- a **completed** Exhibit D (Individual Debtor's Statement of Compliance with Credit Counseling Requirement);
- the filing fee (or a **properly executed** Application to Pay Filing Fee in Installments or Application for Waiver of the Chapter 7 Filing Fee for Individuals Who Cannot Pay the Filing Fee in Full or in Installments).

Below is a checklist for completing the petition and for filing the documents required to be filed with the petition.¹ **There are additional documents, such as schedules, that can be filed later, but a debtor should be aware that preparation of those documents will take time, and a debtor may find it desirable to have all required documents prepared for filing**

¹ At the Clerk's Office's intake counter, the Deputy Clerk present can go over your petition and other papers before you file them to see if the Deputy Clerk can spot any deficiencies in the petition and related documents you are preparing to file so that you can correct them before filing. Most of the time the Deputy Clerk will spot any deficiencies you need to correct. (The Clerk's Office would much prefer to have any deficiencies be corrected by you before you file; having to issue deficiency notices after you file is more work for the Clerk's Office.)

with the petition so that the Clerk's office can advise of any deficiencies then.

- [Current Official Form B 1 \(Petition\)](#), including:
 - ☐ completion, if applicable, of information regarding All Prior Bankruptcy Cases Filed Within Last 8 Years and of information regarding Pending Bankruptcy Case Filed by any Spouse, Partner, or Affiliate of this Debtor;
 - ☐ a completed Exhibit B to the petition if the debtor has an attorney;
 - ☐ a completed Exhibit C to the petition;
 - ☐ completion of the part of the petition on page 2 entitled "Exhibit D;"
 - ☐ checking of the applicable box under "Information Regarding the Debtor - Venue;"
 - ☐ the signature of the debtor in the block on the petition entitled "Signature of Debtor" with the debtor's telephone number if not represented by an attorney;²
 - ☐ the signature of the debtor's attorney, if any;
 - ☐ the signature of any non-attorney bankruptcy petition preparer;
 - ☐ A fully executed [Exhibit D](#) - Individual Debtor's Statement of Compliance with Credit Counseling Requirement;
 - ☐ A copy of the Certificate of Credit Counseling attached to Exhibit D (if Exhibit D indicates one is attached);
 - ☐ Filing Fee or, if Applicable, an [Application for Waiver of the Chapter 7 Filing Fee](#) or an [Application to Pay Filing Fee in Installments](#) **in proper form**. [LBR 1002-1\(b\)](#) addresses the requirement of paying a filing fee or seeking a waiver or to pay in installments. See [Filing Fees Discussion and Checklist](#) on our website.
 - ☐ [Mailing Matrix](#). For the requirements regarding the mailing matrix which must accompany the petition, see [LBR 1007-2](#) and [General Mailing Matrix Requirements](#) on

² The debtor's signature block includes the following:

[If no attorney represents me and no bankruptcy petition preparer signs the petition] I have obtained and read the notice required by 11 U.S.C. § 342(b).

The "notice required by 11 U.S.C. § 342(b)" is Director's Procedural [Form B201A](#) (Notice to Consumer Debtor(s) under §342(b) of the Bankruptcy Code).

our website.

- ☐ Official Form B 21 Statement of Social Security Number.

C. ADDITIONAL DOCUMENTS THAT A DEBTOR MUST FILE

By reason of filing a voluntary petition, a debtor must file, **in addition to the items required to accompany the petition**, certain other documents. Principally, those are the additional documents required by [11 U.S.C. § 521](#) and [Fed. R. Bankr. P. 1007\(b\)](#). These documents generally must be filed within 14 days after commencement of the case, unless the court grants an enlargement of time on motion. The attached checklists indicate what those documents are depending on whether the case is one under Chapter 7, 11, or 13 (and also indicate the documents that must be filed with the petition).

D. REDACTING PERSONAL IDENTIFIERS

In filing papers in a case, a debtor must be careful to redact (blacken out) or not include any personal identifiers. See the discussion under [Bankruptcy Information/Protecting Privacy \(Personal Data Identifiers\)](#) on our website.

**UNITED STATES BANKRUPTCY COURT
FOR THE DISTRICT OF COLUMBIA**
www.dcb.uscourts.gov

Filing Requirements for Chapter 7

— **Fee** - \$299.00 – Fee must be in the exact amount; Cash or money order only from pro-se filers
(**Note:** The Filing Fee may be paid in installments by *Individual* Debtors, using the form prescribed by the Court and accompanied by the proper initial payment.)

— **Copies** – The Court only requires the original documents. (Additional copies may be presented to the Court to be stamped “filed” and returned to the filer.)

Documents for Chapter 7 Filings:

— Voluntary Petition (Official Form 1: including exhibits B and D for Individual Debtors)

— Declaration and Signature of Non-Attorney Bankruptcy Petition Preparer (Form 19) (for Pro Se filers that use a petition preparer)

— Disclosure of Compensation of Bankruptcy Petition Preparer (Form 280) (for Pro Se filers that use a petition preparer)

— Statement of Current Monthly Income and Means Test Calculation (Form B22A) (Individuals Only)

— Employee Income Record (one ex. Pay Stub), or a Statement that No Evidence of Payment Exists

— Records of the Debtor’s Interests in an Account or Program of the Type Specified in 11 U.S.C. Section 521(c), or a Statement that No such Interests Exist

— Exhibit D – Individual Debtor’s Statement of Compliance with Credit Counseling Requirement

— Certificate of Completion of Credit Counseling Course (Only for individuals. May include repayment plan)

— Statement of Social Security Number(s) (Official Form B21)

— Corporate Resolution (only if a corporation)

— Schedules A-J and Summary (Note: If a schedule is not applicable, please state so on the relevant schedule; Schedules A-J should be filed with all cases.)

— Statement of Financial Affairs

— Individual Debtor’s Statement of Intention

— Disclosure Statement of Attorney’s fees - 2016(b)

— Creditor Matrix and Coversheet (format specified by and available from the Clerk’s office)

— Certificate of Completion of Course in Personal Financial Management (Form 23) (Required *after* the petition is filed, and *before* receiving a discharge)

Filing Requirements for Chapter 13

— **Fee** - \$274.00 – Fee must be in the exact amount; Cash or money order only from pro-se filers

(**Note:** The Filing Fee may be paid in installments by *Individual* Debtors, using the form prescribed by the Court and accompanied by the proper initial payment.)

— **Copies** – The Court only requires the original documents.

Documents for Chapter 13 Filings:

— Voluntary Petition (Official Form 1: including Exhibit D)

— Declaration and Signature of Non-Attorney Bankruptcy Petition Preparer (Form 19) (for Pro Se filers that use a petition preparer)

— Disclosure of Compensation of Bankruptcy Petition Preparer (Form 280) (for Pro Se filers that use a petition preparer)

— Statement of Current Monthly Income and Disposable Income Calculation (Form B22C) (Individuals Only)

— Employee Income Record (one ex. Pay Stub), or a Statement that No Evidence of Payment Exists

— Records of the Debtor's Interests in an Account or Program of the Type Specified in 11 U.S.C. Section 521(c), or a Statement that No such Interests Exist

— Exhibit D – Individual Debtor's Statement of Compliance with Credit Counseling Requirement

— Certificate of Completion of Credit Counseling Course (Only for individuals. May include repayment plan)

— Statement of Social Security Number(s) (Official Form B21)

— Schedules A-J and Summary (Note: If a schedule is not applicable, please state so on the relevant schedule; Schedules A-J should be filed with all cases.)

— Statement of Financial Affairs

— Chapter 13 Plan (format available from the Clerk's office)

— Disclosure Statement of Attorney's fees – 2016(b)

— Creditor Matrix and Coversheet (format specified by and available from the Clerk's office)

— Certificate of Completion of Course in Personal Financial Management (Form 23), *and* Motion for Entry of Discharge (Required *after* the petition is filed, and *before* receiving a discharge)

Filing Requirements for Chapter 11

— **Fee** - \$1,039.00 – Fee must be in the exact amount. Cash or money order only from pro-se filers.

(**Note:** The Filing Fee may be paid in installments by *Individual* Debtors, using the form prescribed by the Court and accompanied by the proper initial payment.)

— **Copies** – The Court only requires the original documents.

Documents for Chapter 11 Filings:

— Voluntary Petition (Official Form 1; also, include exhibit A if a corporation)

— Statement of Current Monthly Income (Form B22B) (Individuals Only)

— Exhibit D – Individual Debtor’s Statement of Compliance with Credit Counseling Requirement

— Certificate of Completion of Credit Counseling Course (Only for individuals. May include repayment plan)

— Statement of Social Security Number(s) (Official Form B21)

— Corporate Resolution (only if a corporation)

— Chapter 11 List of Equity Security Holders

— Chapter 11 List of Creditors Holding 20 Largest Unsecured Claims

— Schedules A-J and Summary (Note: If a schedule is not applicable, please state so on the relevant schedule; Schedules A-J should be filed with all cases.)

— Statement of Financial Affairs

— Disclosure Statement of Attorney’s fees or Certification of Non-Attorney/Bankruptcy Petition Preparer

— Creditor Matrix and Coversheet (format specified by and available from the Clerk’s office)

— Balance Sheet (small business requirement)

— Statement of Operations (small business requirement)

— Cash Flow Statement (small business requirement)

— Federal Income Tax Return (small business requirement)

Filing Requirements for Chapter 12

— **Fee** - \$239.00 – Fee must be in the exact amount; Cash or money order only from pro-se filers

(**Note:** The Filing Fee may be paid in installments by *Individual* Debtors, using the form prescribed by the Court and accompanied by the proper initial payment.)

— **Copies** – The Court only requires the original documents.

Documents for Chapter 12 Filings:

— Voluntary Petition (Official Form 1)

— Statement of Current Monthly Income and Disposable Income Calculation (Form B22C)

— Statement of Social Security Number(s) (Official Form B21)

— Schedules A-J and Summary (Note: If a schedule is not applicable, please state so on the relevant schedule; Schedules A-J should be filed with all cases.)

— Statement of Financial Affairs

— Chapter 12 Plan

— Disclosure Statement of Attorney’s fees or Certification of Non-Attorney/Bankruptcy Petition Preparer

— Creditor Matrix and Coversheet (format specified by and available from the Clerk’s office)

06/19/08